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21 JUN 1984

MEMORANDUM FOR: Chief, Plans, Programs and Systems Staff, Printing and
Photography Division, OL

FROM:

[REDACTED]
New Building Project Office, OL

SUBJECT: Printing and Photography Division New Building
Space Requirements

REFERENCE: Memo for C/NBPO/OL fm C/PP&SS/P&PD/OL, dtd 3 Feb 84,
Same Subject

1. This memorandum documents our telephone conversation of 19 June 1984 concerning the Printing and Photography Division's (P&PD) new building space requirements.

2. In that conversation, I informed you that 4,025 square feet of new building space had been allocated for a bindery and reprographics center (1,045 sq ft) and an auditorium/meeting room (3,000 sq ft). I also mentioned that P&PD's 6,000 square foot requirement for a customer services area (1,000 sq ft), and an output media facility (5,000 sq ft) had not been included in the new building's space allocation. The decision to not include this space was based on the likelihood that the Office of Information Services would be operating combined registries in which many of the output media and customer support services described in the referent memorandum would be provided. To avoid any misunderstanding, it should be noted that the personnel and equipment requirements defined in the referent were not incorporated into the New Building Project budget program.

3. If you wish to discuss these or any other new building related matters, please call me on [REDACTED]

OL/NBPO, [REDACTED] (21 June 1984)

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